



CITY OF KIRKLAND

PRE _____

PRE-SUBMITTAL CONFERENCE APPLICATION

123 5th Avenue, Kirkland, WA 98033

425.587.3225 - www.kirklandwa.gov

Check one: ☐ Land Use Permit ☐ Building Permit

Project Name: _____

Project Address: _____

Parcel Number(s): _____

Property Owner's Name: _____

Address: _____ City: _____

Phone: _____ Zip: _____

Contact Person (for this conference): _____

Address: _____ City: _____

Phone: _____ Zip: _____

E-mail: _____

The following departments will attend, if applicable: Building, Fire, Planning, Public Works

Would you like a free Green Building consultation? ☐ YES ☐ NO

Describe the proposed project: _____

List questions/concerns for staff. If you need more space, please attach a separate page. _____

Owner/Agent: _____ Date: _____

Signature

To reduce waste, please provide electronic plans if possible (PDF format, combine to one file, on a CD). If not possible, please submit 4 paper sets of all plans with the submittal of this application. *Personal Wireless Facilities applications shall submit plans electronically only.*

Drawings must include:

- ☐ Land Use Permit – Vicinity Plan; conceptual drawings of proposed project (surveyors or engineers drawings not required).
- ☐ Building Permit – Vicinity Plan; site plan with existing and proposed contour lines – include parking lot, circulation system, significant trees (at least 6" diameter) and any natural features; elevations of all four (4) sides of any proposed structures; floor plans.
- ☐ \$510.55 (\$504.00 Conference Fee and \$6.55 MyBuildingPermit.com fee) made payable to the City of Kirkland.
- ☐ For Shoreline Stabilization projects – an additional \$240.00 consulting fee may be required.

STAFF USE ONLY BELOW THIS LINE

Date scheduled: _____ Time: _____ Room: _____



PRE-SUBMITTAL CONFERENCE INFORMATION

PURPOSE: A Pre-submittal Conference is a meeting between those interested in developing property or applying for a development permit, and the City staff who will ultimately review the development permit. The purpose of the conference is to determine the feasibility of the project, identify potential road blocks, and review information required for a complete application. Applicable policies, codes, and standards will be identified at the conference. In addition, a Team Leader (primary City contact person) will be introduced at the meeting.

GENERAL INFORMATION:

Meeting dates and times. Conferences are scheduled a minimum of ten (10) business days in advance. Meetings are Tuesday mornings at 11 a.m. and 1:30 p.m., and Thursday afternoons at 1:30 and 2:30 p.m.

The plans required are a vicinity plan, and conceptual drawings of the proposed project to include approximate location of all significant trees (at least 6" diameter), existing and proposed contour lines if available (include parking lot, circulation system, and any natural features. For building permit pre-submittal applications, elevations of all sides of any proposed structure and floor plans should be included.

The City will review and provide feedback on the documentation submitted at the time of original application. *Because staff reviews the proposed project in advance, applicants are discouraged from bringing substantial revisions to the meeting.*

It is recommended that a list of questions/concerns accompany the application. The customer is responsible for taking any notes in the meeting. The customer may submit meeting notes to the City's Team Leader to be reviewed for accuracy.

VESTING: Projects do not obtain vested rights at the time of Pre-submittal.

Pre-submittal applications are submitted to the Department of Planning and Community Development. The date, time, and location is scheduled will be scheduled at the time application is made and fees are paid.

FEES: If the related permit application is received within 180 days of the pre-submittal conference, the presubmittal fee will be applied to the permit fee (The MyBuildingPermit.com Technology surcharge of \$6.55 is not credited back). *Documentation that is substantially revised after the original application may require additional review and may be charged additional fees.*

There are two types of Pre-submittal Conferences designed to assist customers: Land Use and Building. These are described on the following page.



LAND USE PERMIT PRE-SUBMITTAL CONFERENCE:

Pre-submittal conferences are **REQUIRED** by the Zoning Code for most land use permits. Examples of land use permits are:

- Process I
- Process IIA
- Process IIB
- Personal Wireless Service Facilities
- Short Plats
- Variances
- Planned Unit Developments
- Master Plans
- Design Review

Please contact the Planning Department at (425) 587-3225 if assistance is required to determine whether or not a pre-submittal conference is required for a particular land use permit. Whether required or not, they are always encouraged. City staff members from the Planning, Building, Public Works and Fire Departments may attend this conference.

BUILDING PERMIT PRE-SUBMITTAL CONFERENCE:

Pre-submittal conferences are **HIGHLY RECOMMENDED** for:

- New commercial/multi-family projects
- Significant additions to commercial/multi-family projects
- Complex tenant improvements and restaurants
- Automobile dealerships

City staff members from Building, Fire, Planning, and Public Works normally attend these pre-submittal conferences unless the customer specifies a department's presence is not necessary. Please contact the Building Department at (425) 587-3600 with any questions regarding this type of pre-submittal conference.

In the Rose Hill Business District, an Exterior Lighting Plan is required. (Customer will gain more information based on the level of detail provided.)